

25X1A6a

Records Center

21 May 1957

MEMORANDUM FOR: Chief, Administrative Division /
FROM : Chief, Records Center Division /
SUBJECT : Revised Operating Budget Estimates for
Fiscal Year 1958

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According to the best estimates, the Records Center will need the following supplies and equipment to operate during the coming fiscal year:

Ladders	12ea. @ \$40.00	\$ 500
Furniture		200
Kardex cabinets (comb. lock)	2ea. @ \$45.00	900
Battery for fork lift		700
Repairs for reproduction equipment		300
New reproduction equipment		1,000
Shelving - 54 sections		3,000
Intercom system		
Travel - training at Headquarters, & visits to Federal Record Centers		950
TOTAL:		<u>\$7,550</u>

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